

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

October 5, 1953

TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

Executive Order 10450 of April 27, 1953, requires the head of each department and agency of the government to establish and maintain within his department or agency an effective program to insure that the employment and retention in employment of civilian officers and employees is clearly consistent with the interests of national security. Section 14 of the Order requires the Civil Service Commission to make a continuing study of the manner in which the Order is being implemented by the departments and agencies and to submit reports thereon to the National Security Council.

Employee-security programs under E.O. 10450 were the subject of discussion at the October 2 meeting of the President's Cabinet. It was agreed that the Commission will make an early preliminary report to the National Security Council indicating the status of agency programs established pursuant to the Order and the manner in which the provisions of the Order are being implemented.

Departments and agencies were requested, by letter of May 26, 1953, to forward copies of their regulations and instructions under E.O. 10450 to the Civil Service Commission. By letter of September 2, 1953, information was requested with respect to the designation of Personnel Security Officers and other persons assigned to review and evaluate investigating reports. Response to these requests has been received from a majority of departments and agencies. However, in order to provide a meaningful report to the National Security Council, it is necessary that the Commission have additional data concerning agency personnel security programs and operations.

The attached questionnaire has been prepared to provide the additional information required by the Commission for its report. Each department and agency is requested to execute this questionnaire completely, and to return it promptly to the Civil Service Commission, Attention: Security Appraisal Staff. It is essential that completed questionnaires be received from all departments and agencies not later than the close of business October 12, 1953.

By separate communications, information is being furnished with regard to the Commission's program for inspecting agency personnel security operations and the designation of additional employees for the security hearing board rosters.

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Date _____ Reviewer _____

Philip Young

Philip Young
Chairman

Attachment: Questionnaire

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